

## Policy & Procedure (P&P)

Policy Title :

### Blood Donation Campaign

| Department              | Index No.            | Scope            |
|-------------------------|----------------------|------------------|
| Laboratory & Blood Bank | LAB-089              | Blood Bank Staff |
| Issue Date              | Revision NO          | Effective Date   |
| 24/10/1432              | 3                    | 23/07/1440       |
| Review Due Date         | Related Standard NO. | Page Number#     |
| 23/07/1442              | CBAHI ( NA )         | 2                |

#### 01. Policy:

The blood bank campaign is an important aspect of blood bank activities .It encourages voluntary donation and by which we can have safe, voluntary donors. Blood Bank has five campaigns per year, two mains of these campaigns are before the holy month of Ramadan and before Hajj. Blood bank campaigns continue for one day or more. During which the we distribute gifts to blood donors.

#### 02. Definition:

N/A

#### 03. Purpose :

Providing the Blood Bank with a suitable amount of blood according to inventory level to cover the demand of all cases.

#### 04. Procedure :

- 04.1. The Department of the blood bank and hospital laboratory Coordination for the work of blood donation campaigns with some government agencies such as: school, Teachers, College and the Institute of Scientific and sports clubs.
- 04.2. After completion of the coordination and determination of the location and time that will be held in the camp of the campaign, then the work begins to advertise the campaign through websites and the distribution of advertisements in public places and streets, then processing the camp with blood bank document and equipment.
- 04.3. Participate in blood donation campaign from many sections of the hospital function as nursing and Department of Nutrition and doctors from OR Department and the Department of health education and



religious.

04.4. To make successful blood donation campaign:

04.4.1. Select suitable date and site.

04.4.2. Make sure that the space is large enough, clean, easily accessible and decorate it.

04.4.3. Ensure good communication with previous donors & others who have not donated.

04.4.4. Encourage donors by thanks words, suitable small gifts & invite them to social events.

04.5. Make thank you notes to the members who worked so hard to make the campaign successful.

#### 06. RESPONSIBILITY

06.1. All Blood Bank Staff of Al-Qunfudah General Hospital.

#### 07. EQUIPMENT AND FORMS::

07.1. List of blood campaign requirements.

#### 08. Attachment :

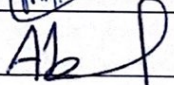
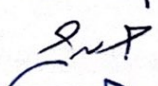
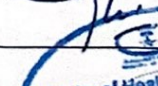
N/A

#### 09. Reference

09.1. Clinical lab Management for clinical lab scientist.

09.2. Technical manual of AABB.

### Preparation , Reviewing & Approval Box

|                      | NAME                  | POSITION           | SIGN & STAMP                                                                          | DATE      |
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| Reviewed By          | Dr. AGEEL ALGANIMI    | Medical Director   |  |           |
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